

Basic User Guide for Toshiba Multi-Function Devices



the document experts

Department Management

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This Guide has been produced to provide you with a quick reference on how to perform the very basic, most commonly used features. For more detailed information on these topics, please refer to the official Toshiba user manual provided with this machine.

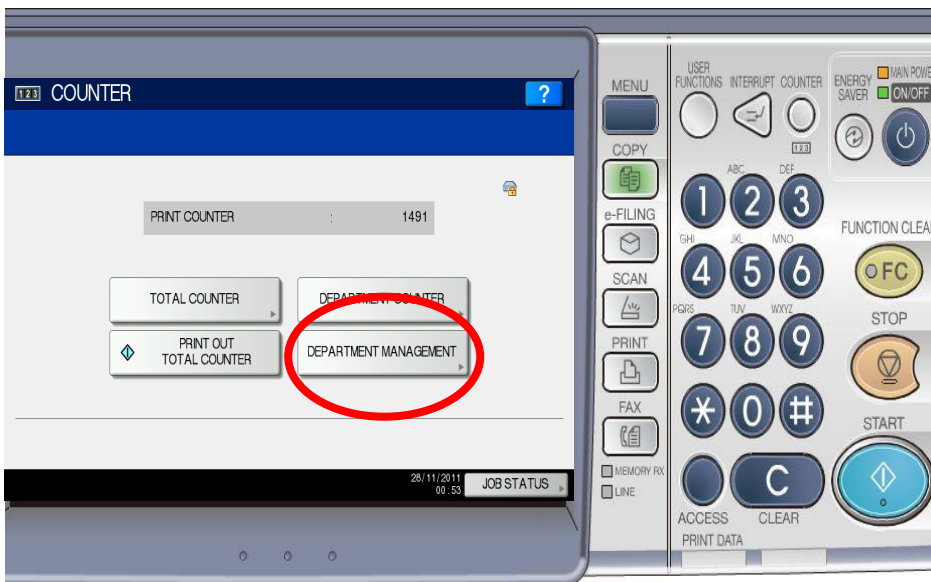
To request further training on any of these topics, or on the more advanced functions, please call Arena Group Ltd on 0844 863 8000 (calls charged at local rates).

Setting Up Department Codes

1. On the Control Panel, press the **COUNTER** button:

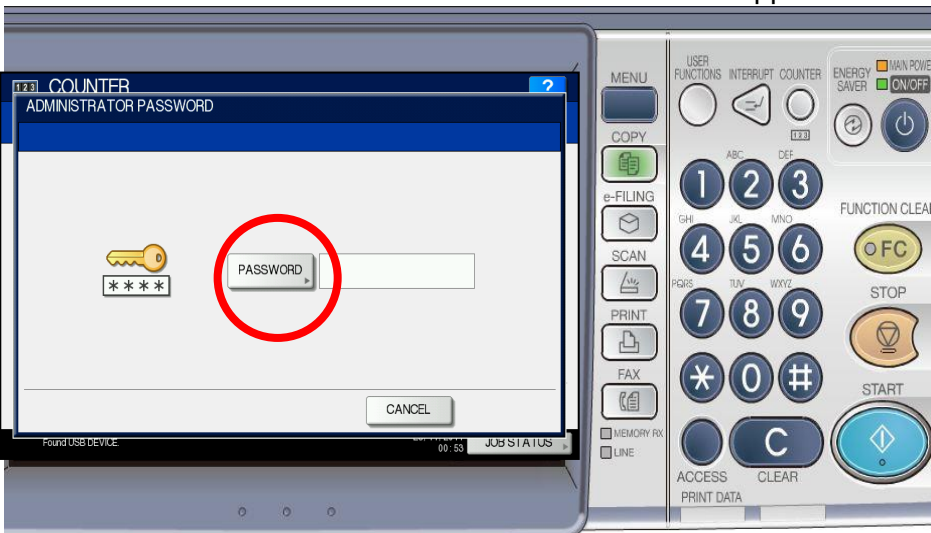


2. The **COUNTER** screen will now be displayed:



3. On the **COUNTER** screen, select **DEPARTMENT MANAGEMENT**

4. The **ADMINISTRATOR PASSWORD** screen will now appear:



5. On this screen, select **PASSWORD**.

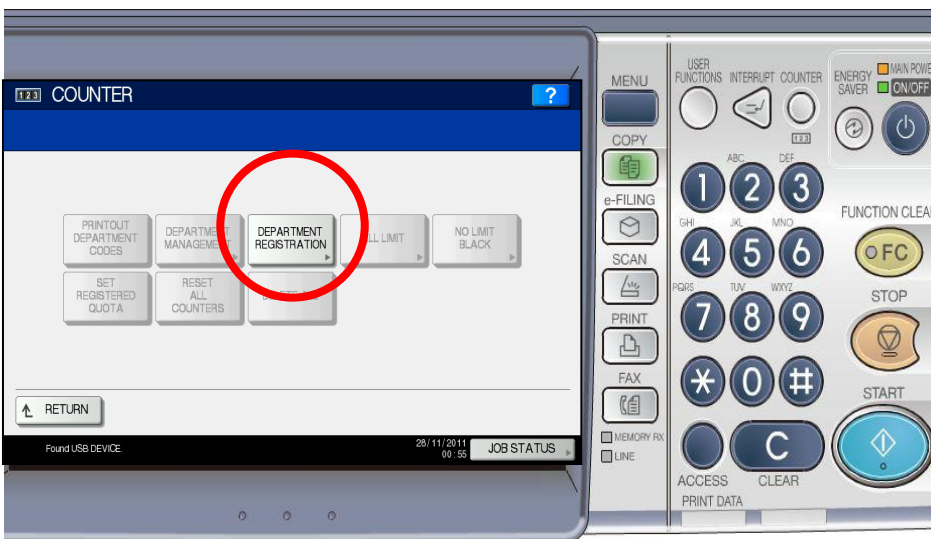
6. A **QWERTY** keyboard screen will now appear:



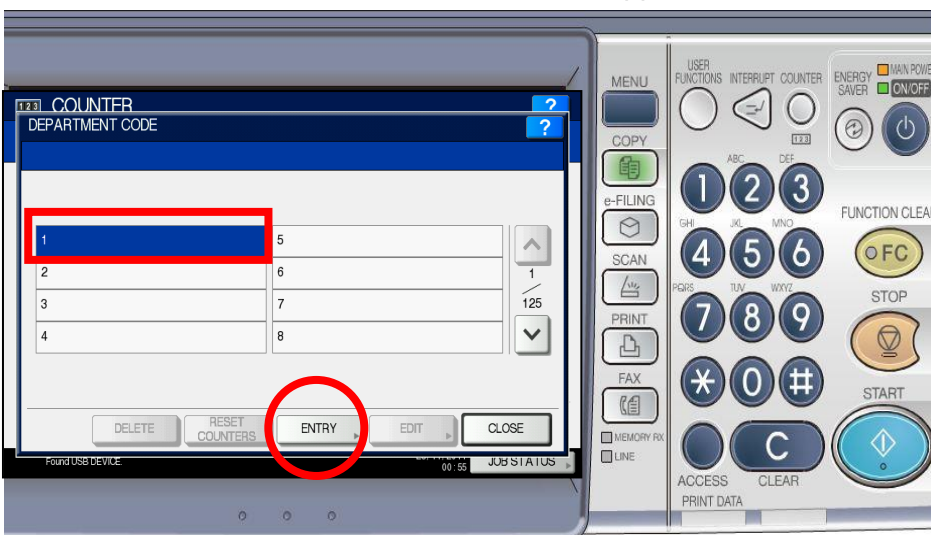
Use this screen to enter the Administrator password and then press **OK**

Note: By default, the Administrator password is factory set at 123456

7. On the next screen, select **DEPARTMENT REGISTRATION**



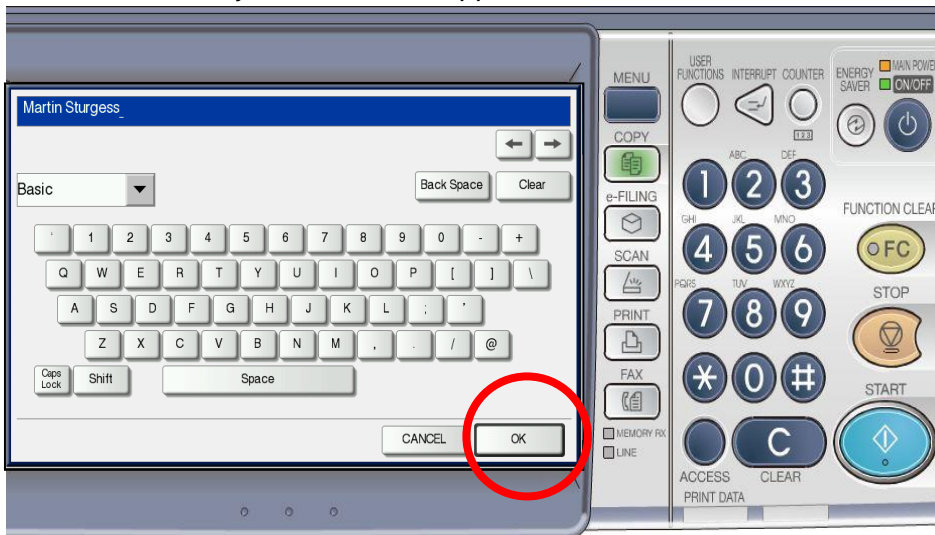
8. The **DEPARTMENT CODE** screen will now appear:



On this screen select the next empty box and then press **ENTRY**

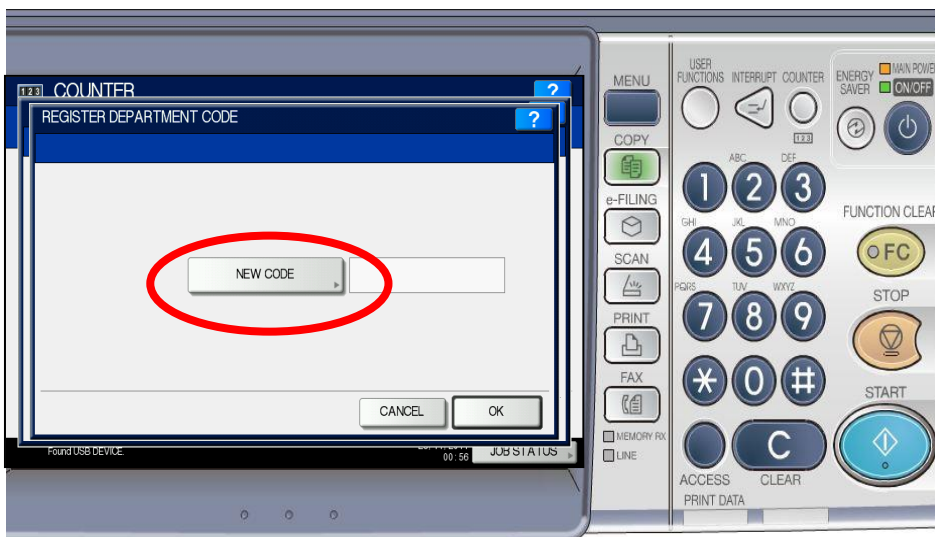
Note: On some older models, you will be required to press **CHANGE** instead of **ENTRY**

9. A **QWERTY** keyboard will now appear on the screen:



Use this keyboard to type in the name of the person or department to be registered as a user and then press **OK**

10. The **REGISTER DEPARTMENT CODE** screen will now appear:



On this screen select **NEW CODE**

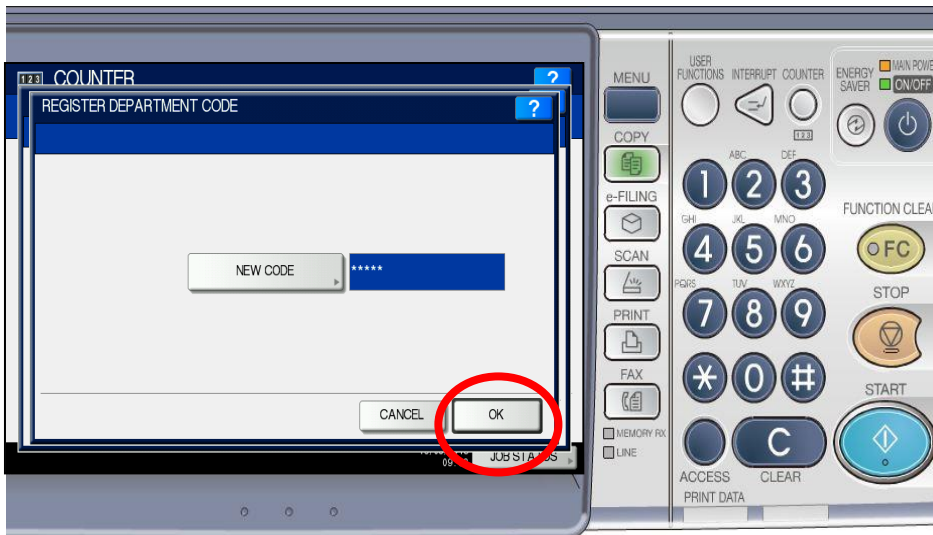
11. A **QWERTY** keyboard will now appear on the screen:



Use this screen to enter the desired user code to be used by that particular person or department and then press **OK**.

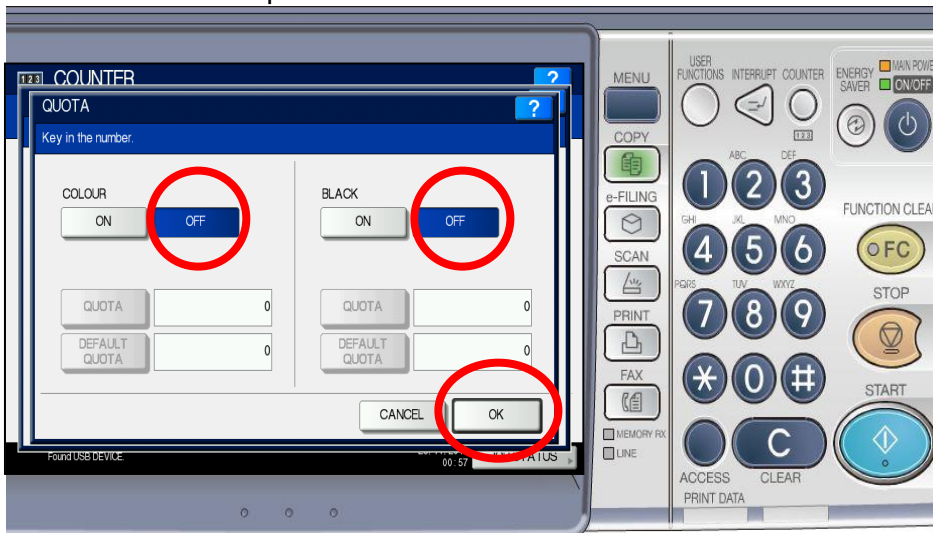
Note. The user code can contain any combination of numbers or letters from 1-63 characters in length.

12. You will now be returned to the **REGISTER DEPARTMENT CODE** screen:



On this screen, press **OK**

13. You will now be presented with a **QUOTA** screen or a **LIMITATIONS** screen:

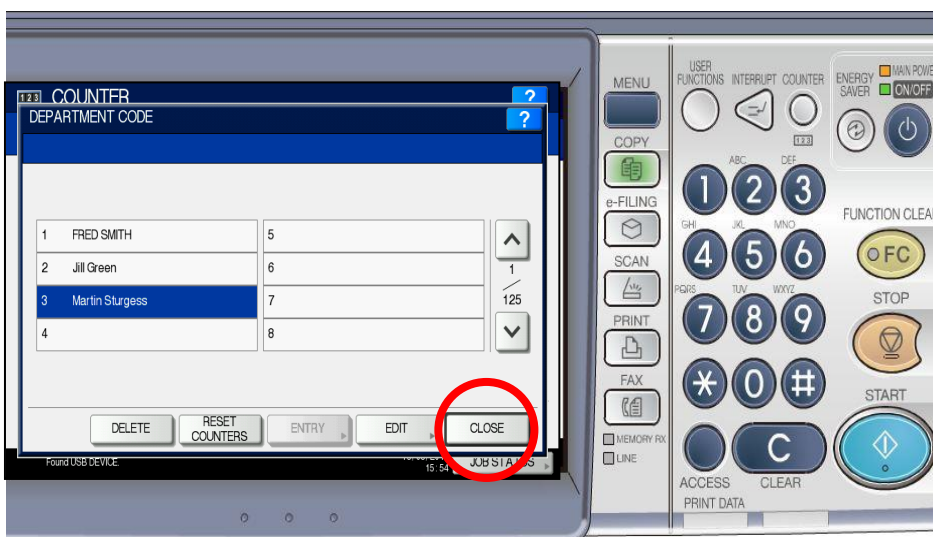


Note: The screen you encounter at this step will depend on the age of the machine and whether it is a colour machine or a black and white machine.

For now, simply ensure that **QUOTAS** OR **LIMITATIONS** are set to **OFF** and press **OK**

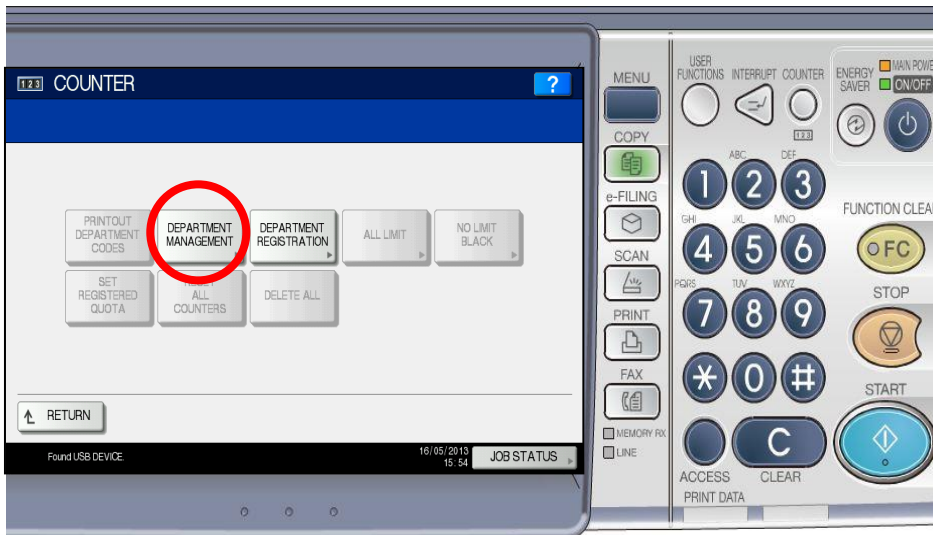
For Instructions on using Quota's or Limitations, please refer to your Toshiba user manual.

14. You will now be taken back to the **DEPARTMENT CODE** screen:



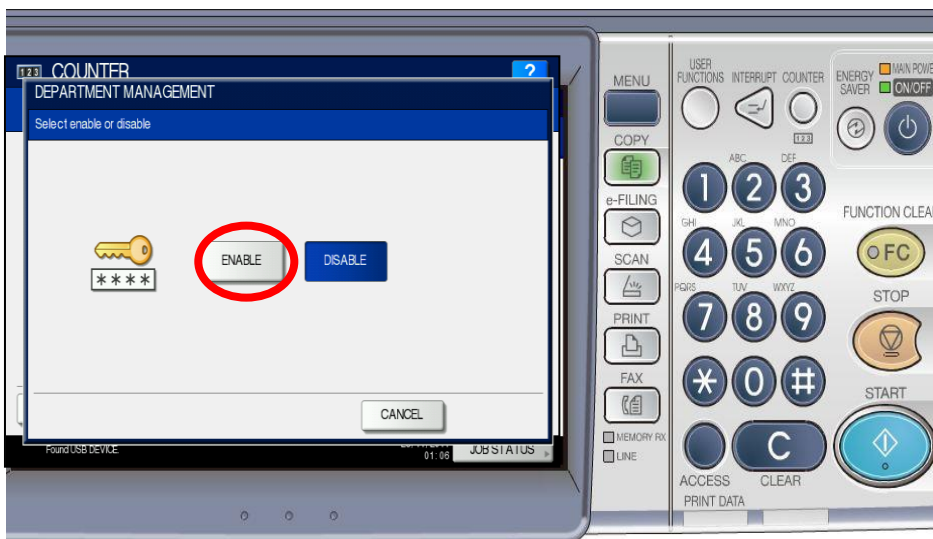
15. Repeat steps 8 to 13 above until all department users have been registered, then press **CLOSE**

16. You will now be taken back to the **COUNTER** screen:



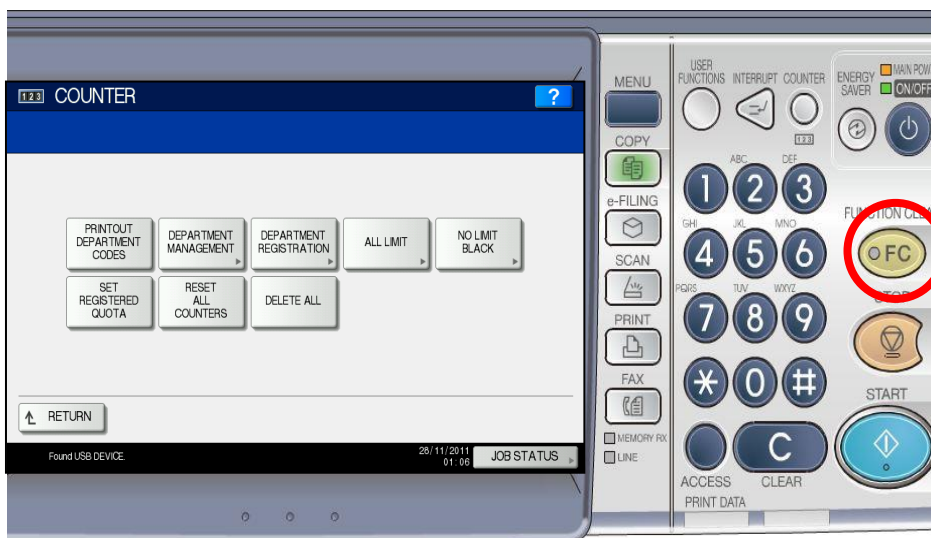
On this screen select **DEPARTMENT MANAGEMENT**

17. The **DEPARTMENT MANAGEMENT** screen will now be displayed:



On this screen select **ENABLE**

18. You will now be taken back to the **COUNTER** screen:

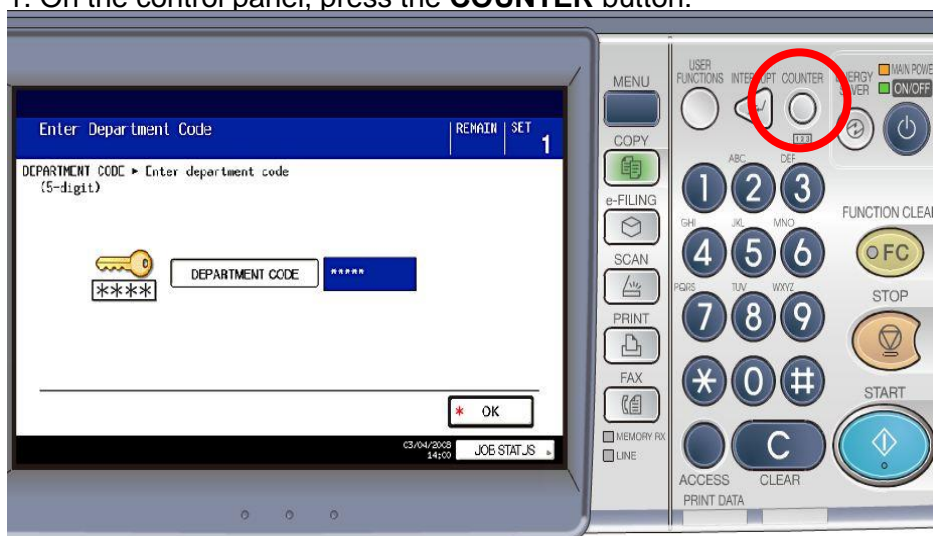


Setting up of department management is now complete.

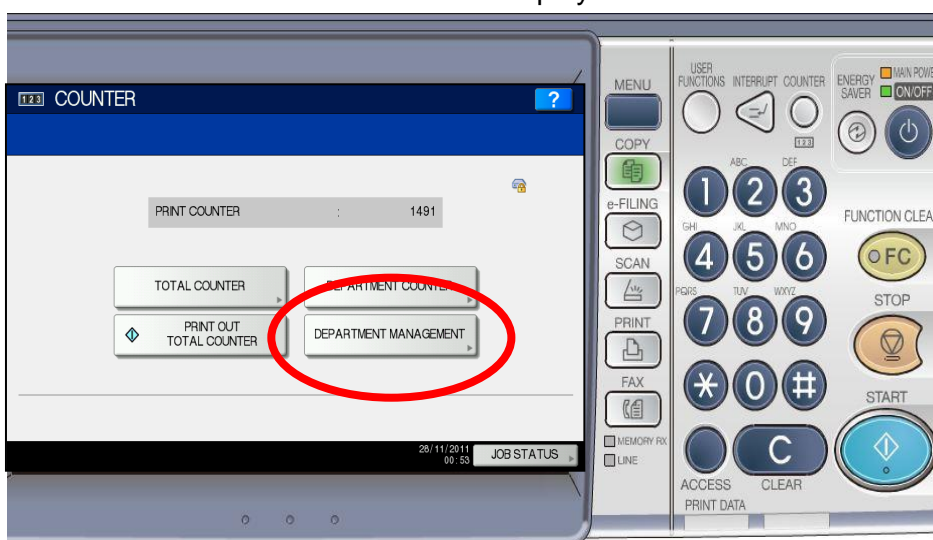
Press the yellow **FUNCTION CLEAR (FC)** key on the control panel to exit this set-up and return to copy mode.

Editing Department Codes

1. On the control panel, press the **COUNTER** button:

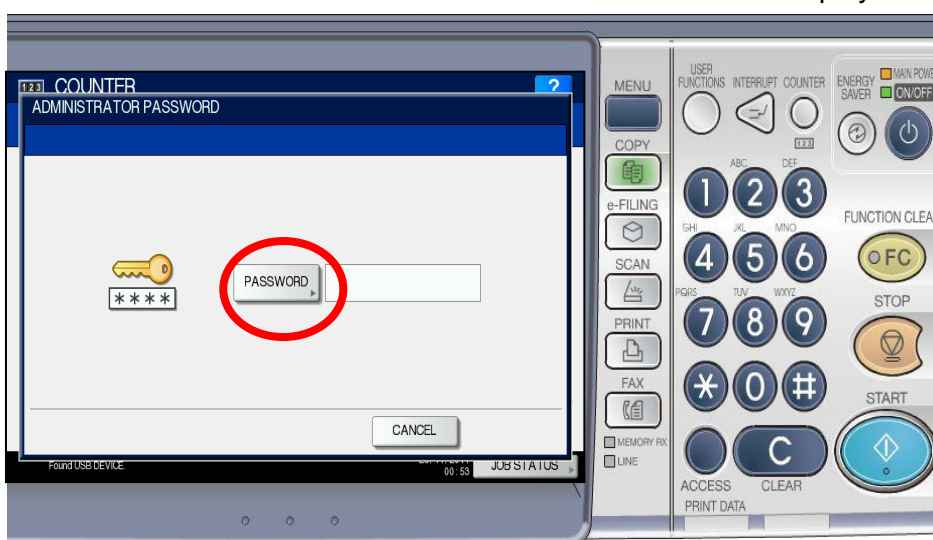


2. The **COUNTER** screen will now be displayed:



On the **COUNTER** screen, select **DEPARTMENT MANAGEMENT**

3. The **ADMINISTRATOR PASSWORD** screen will now be displayed:



On this screen, press **PASSWORD**.

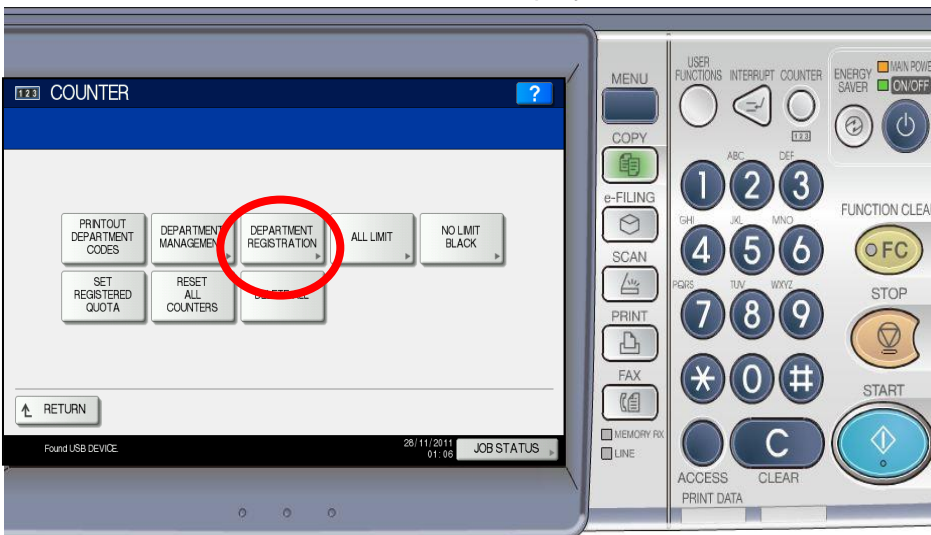
4. A **QWERTY** keyboard Screen will now be displayed:



On this screen, enter the administrator password and then press **OK**

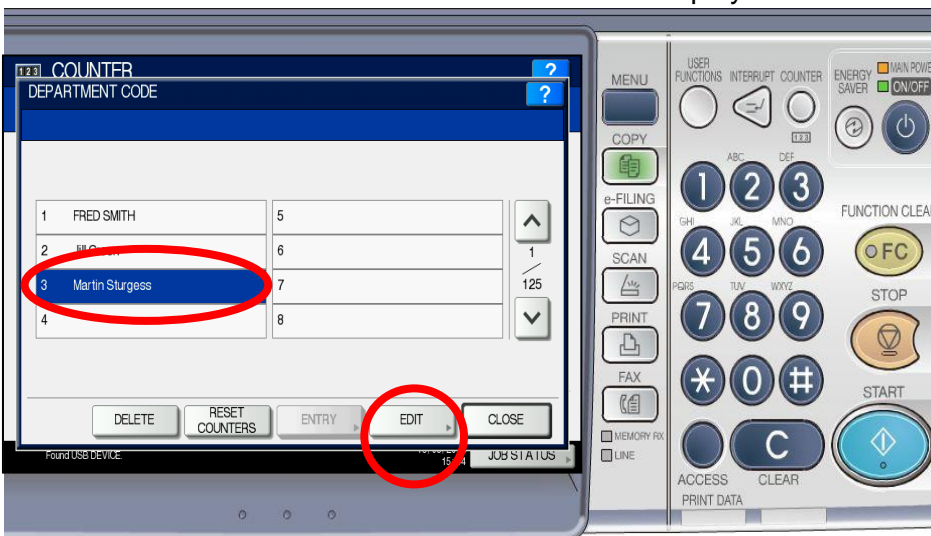
Note: By default, the administrator password is factory set at 123456

5. The **COUNTER** screen will now be displayed



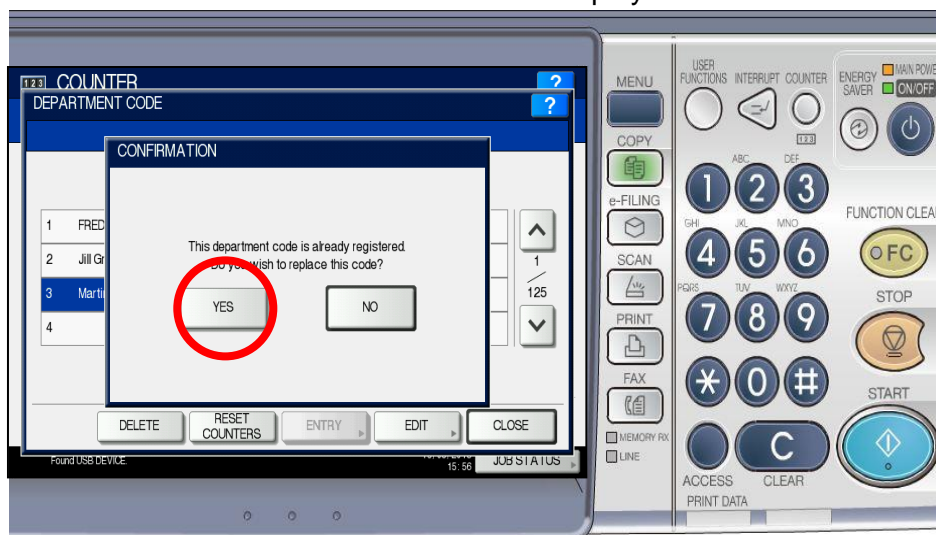
On this screen select **DEPARTMENT REGISTRATION**

6. The **DEPARTMENT CODE** Screen will now be displayed:



On this screen, select the user you wish to delete and then press **EDIT**

7. A **CONFIRMATION** screen will now be displayed:



On this screen, select **YES**

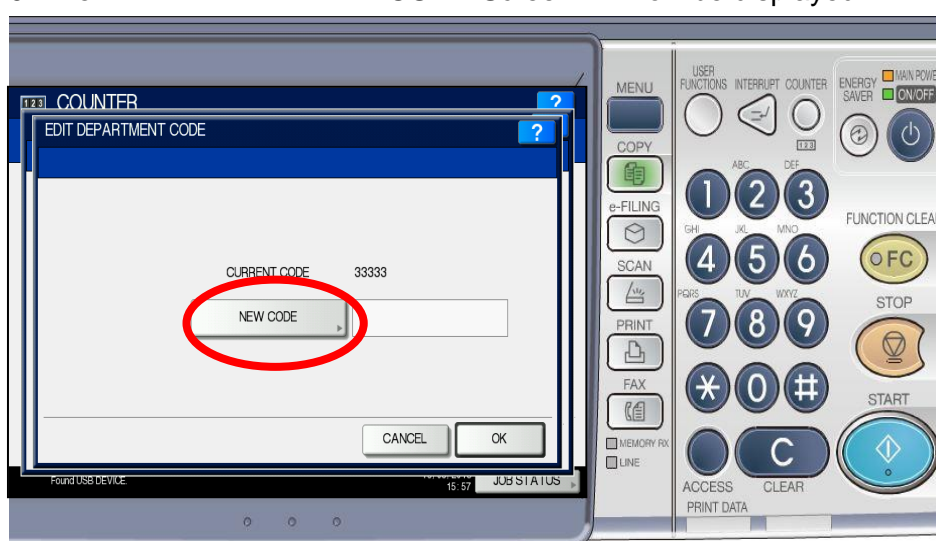
8. A **QWERTY** keyboard screen will now be displayed:



On this screen, edit the name of the user if required, and then press **OK**

Note: If no editing of the user name is required, simply press **OK**

9. The **EDIT DEPARTMENT CODE** Screen will now be displayed:



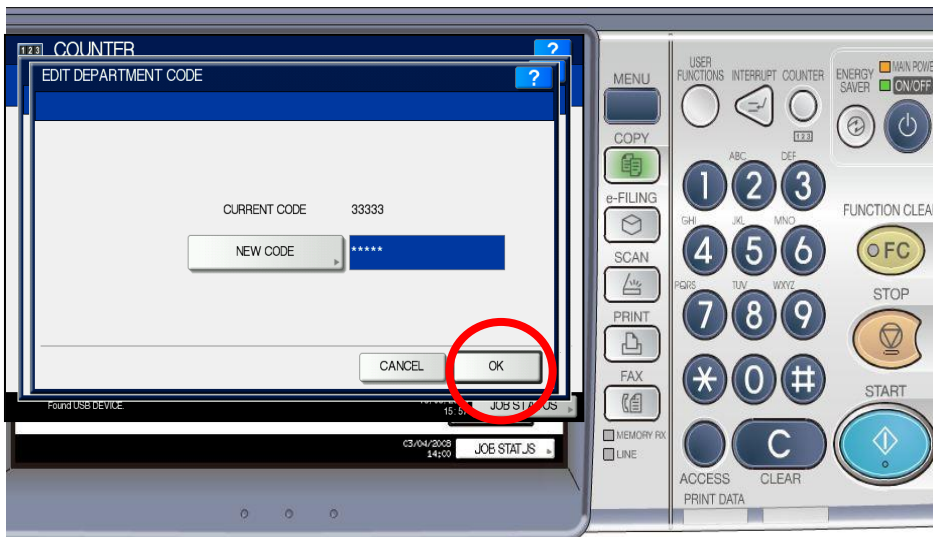
On this Screen, select **NEW CODE**

10. A **QWERTY** keyboard screen will now be displayed:



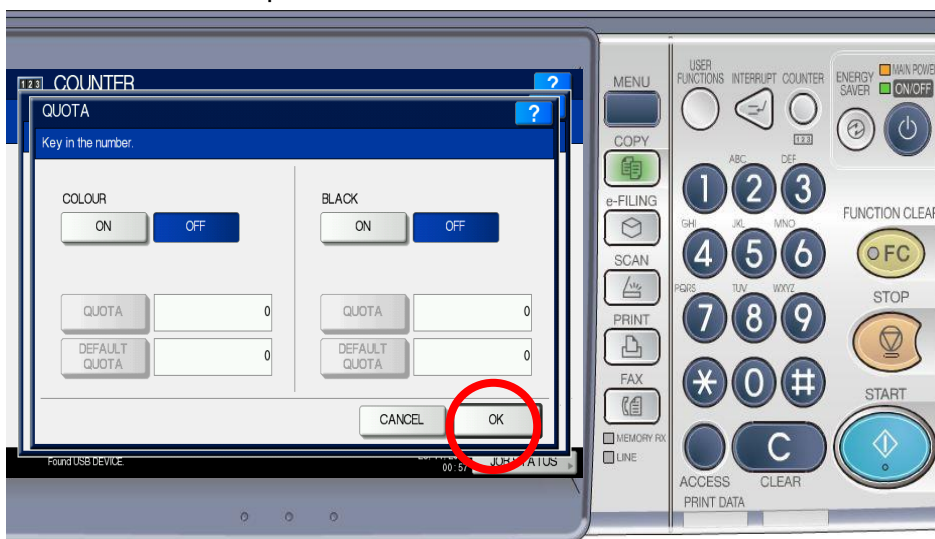
On this screen, type in the new code to be used by this user and then press **OK**

11. The **EDIT DEPARTMENT CODE** screen will now be displayed:



On this screen, press **OK**

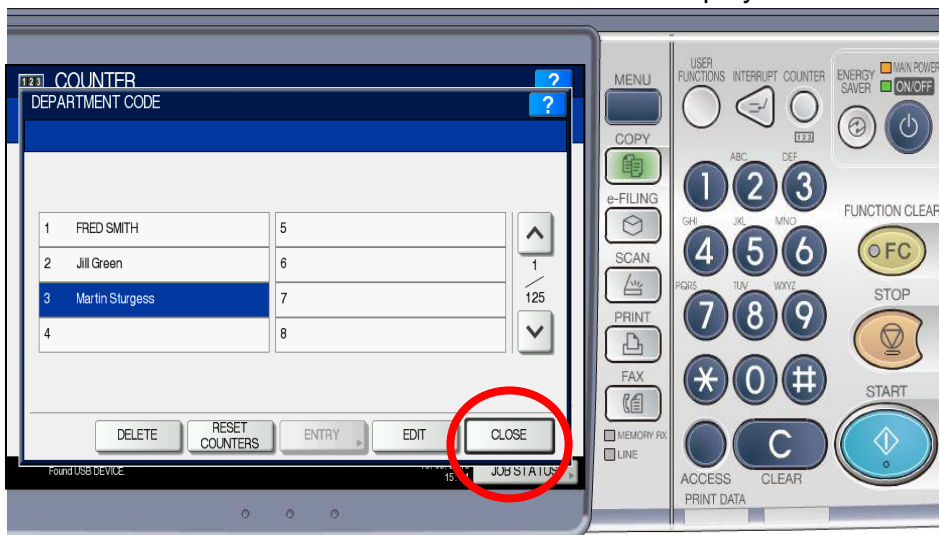
12. You will now be presented with a **QUOTA** screen or a **LIMITATIONS** screen:



On this screen, set any required **QUOTA** or **LIMITATION** and press **OK**

Note: The screen you encounter at this step will depend on the age of the machine and whether it is a colour machine or a black and white machine.

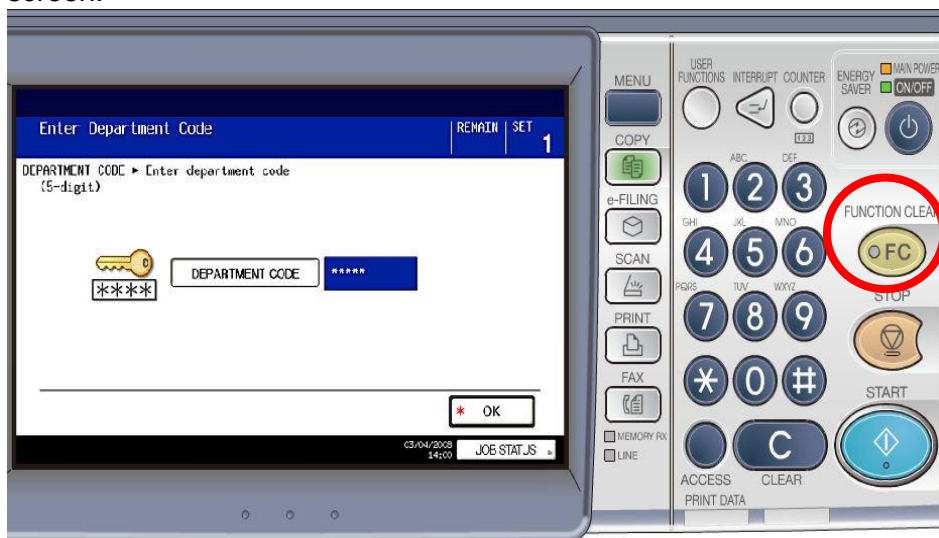
13. The DEPARTMENT CODE screen will now be displayed:



Repeat steps 6-12
above to edit other users
and then press **CLOSE**

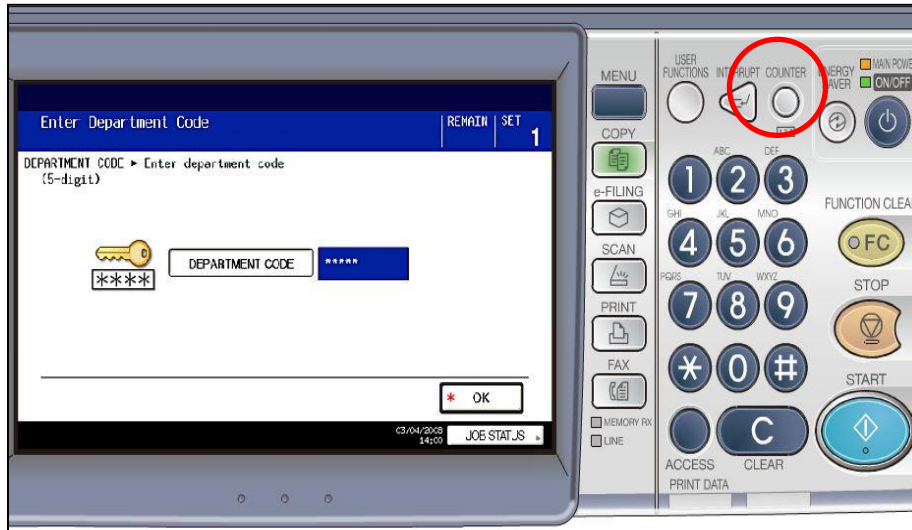
Editing of department codes is now complete.

14. Press the Yellow **FUNCTION CLEAR (FC)** key on the control panel to return to the front screen:

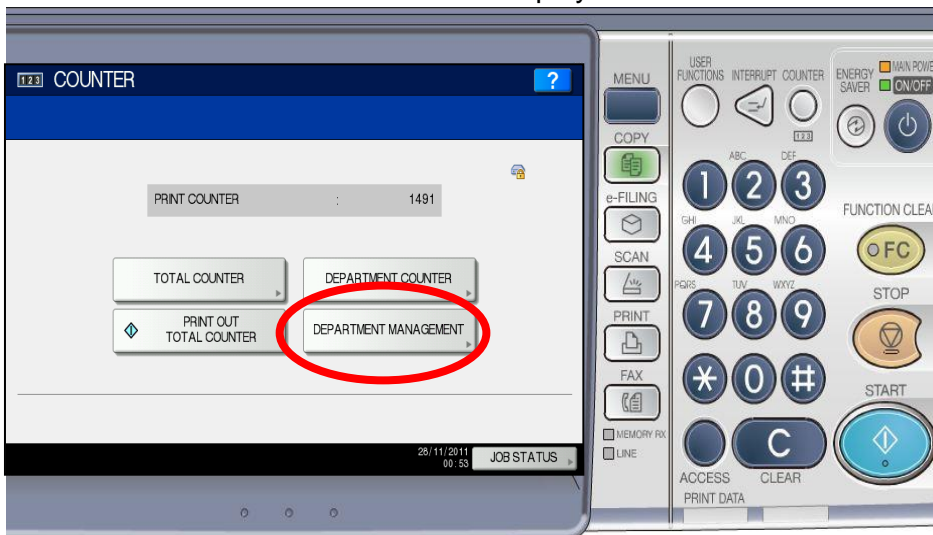


Deleting Department Codes

1. On the control panel, press the **COUNTER** button:

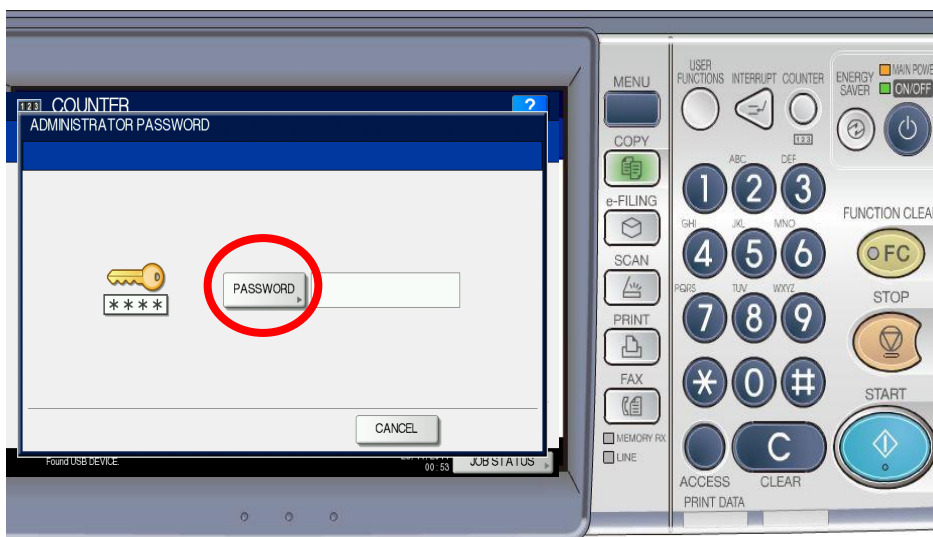


2. The **COUNTER** screen will now be displayed:



On the COUNTER screen, select **DEPARTMENT MANAGEMENT**

3. The **ADMINISTRATOR PASSWORD** screen will now be displayed:



On this screen, press **PASSWORD**.

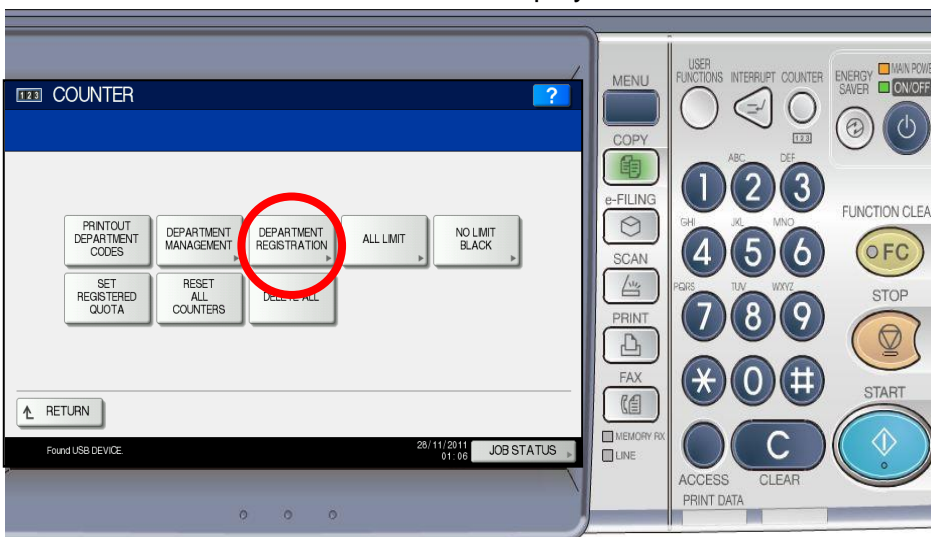
4. A **QWERTY** keyboard screen will now be displayed:



On this screen, enter the administrators password and then press **OK**

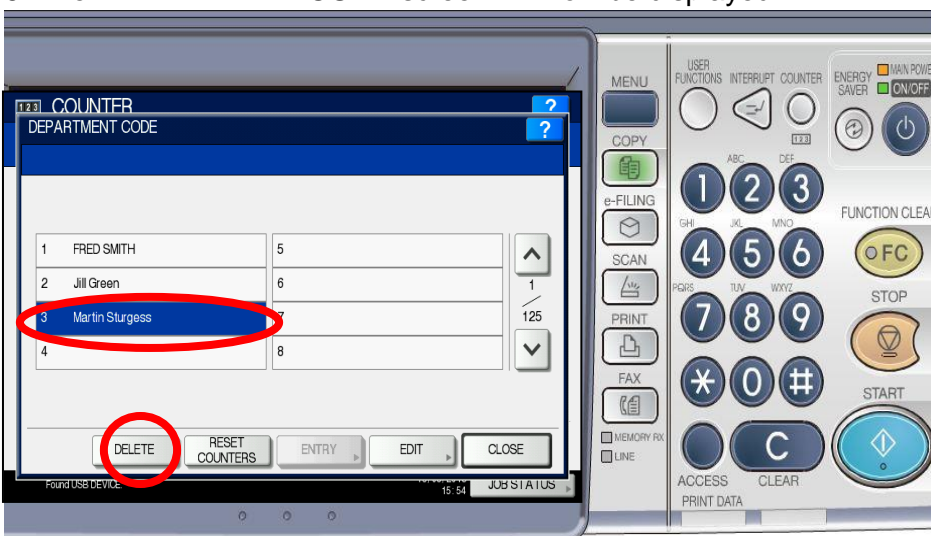
Note: By default, the administrator password is factory set at 123456

5. The **COUNTER** screen will now be displayed



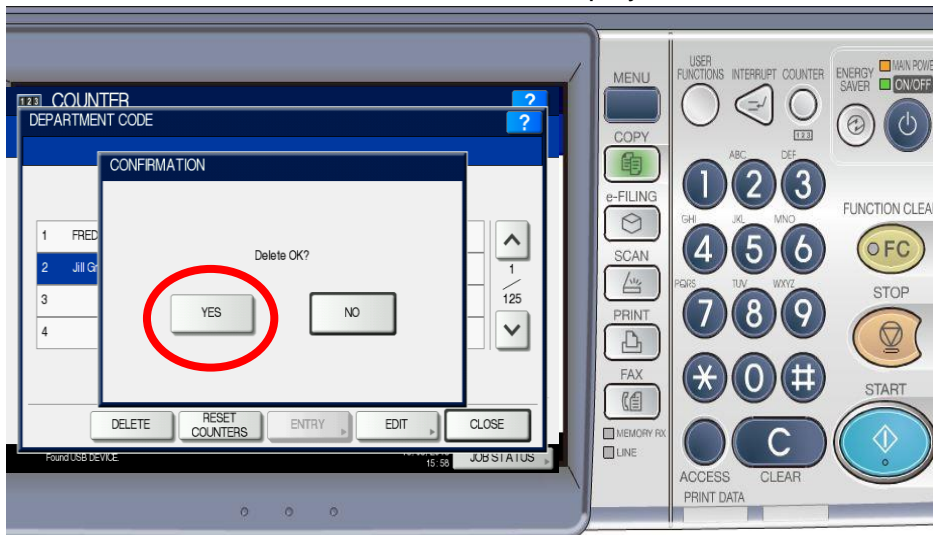
On this screen select **DEPARTMENT REGISTRATION**

6. The **DEPARTMENT CODE** screen will now be displayed:



On this screen, select the user you wish to delete and then press **DELETE**

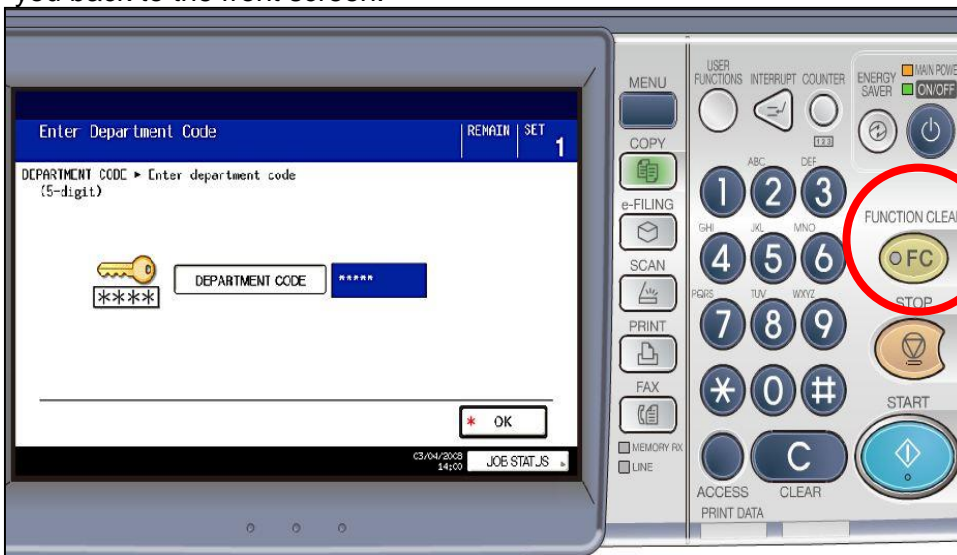
7. A **CONFIRMATION** screen will now be displayed:



On this screen, select **YES**

Repeat steps 6 & 7 above to delete other users.

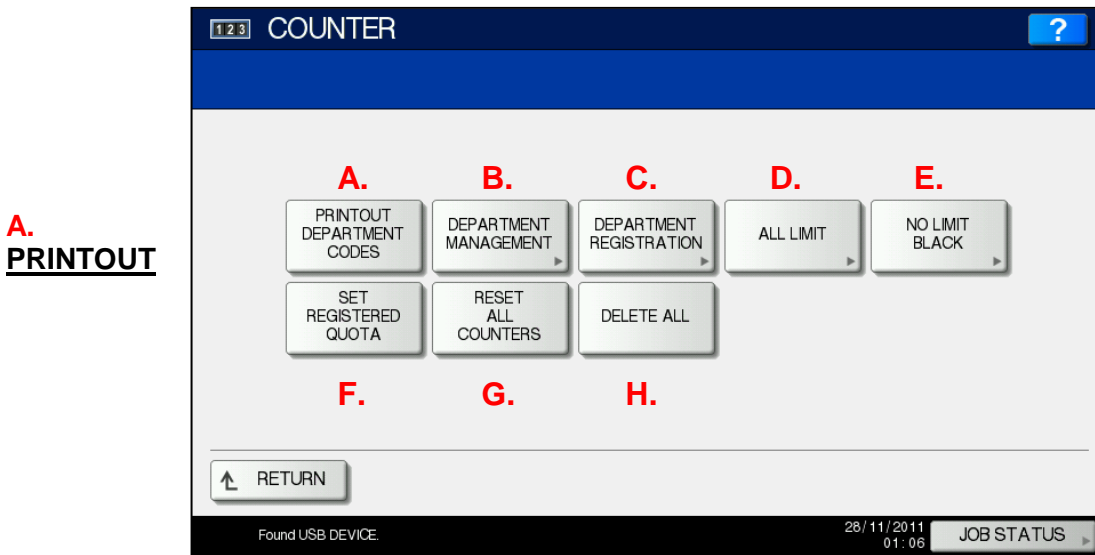
8. When all unwanted users have been deleted, press the yellow **FUNCTION CLEAR (FC)** button on the control panel. This will then take you back to the front screen:



Management Of A Machine Set Up With Department Codes

Set up and enable department codes as explained earlier in this guide.

1. Follow the steps explained earlier in this guide until you get to this screen:



DEPARTMENT CODES:

Allows the administrator to print out a list of all department codes registered. The printout will also give a breakdown of all jobs carried out by each user.

B. DEPARTMENT MANAGEMENT:

Allows the administrator to ENABLE or DISABLE department management.

C. DEPARTMENT REGISTRATION:

Allows the administrator to add, delete and edit department codes.

D. ALL LIMIT:

Allows the administrator to enforce limitations on ALL users.

E. NO LIMIT BLACK:

Allows ALL users to use all machine functions in the black and white mode without having to log-on using their department code first. Only when users try to copy/print in colour will the machine ask them to log-on using their department code.

Note: In this mode, only colour copies/prints will be registered against individual users. All black & white copies/prints will be recorded as undefined.

F. SET REGISTERED QUOTA:

Allows the administrator to enforce quotas for all registered users.

G. RESET ALL COUNTERS:

Allows the administrator to reset all the counters, for all users, back to zero.

H. DELETE ALL:

Allows the administrator to delete ALL registered department codes from the machine. This will also turn off department management. **WARNING: USE THIS AT YOUR OWN PERIL!**